



Letter of Intent to Apply to Large Projects Fund

(for requests greater than \$15,000 – up to \$100,000)

Note: This is **not** a full application. It is a **required first step** for applying to the Large Projects Fund of the Neighborhood Matching Fund.

The Letter of Intent must be received by 5:00 p.m. on or before Monday, February 6, 2006 at the Department of Neighborhoods, 700 Fifth Ave, Suite 1700, PO Box 94649, Seattle, WA 98124-4649, or your local Neighborhood Service Center.

Instructions:

- On separate 8-1/2 x 11 sheets of paper, respond to all questions (number your responses). Limit responses to **two pages** plus attached workplan and budget pages.
- Submit an original **plus six copies**.

1. Title: “Letter of Intent to Apply for Neighborhood Matching Funds”

2. Project name – no more than six words.

3. Summary of project – What does the group propose to do? How? Why? If this is a physical improvement project, identify the property’s owner.

4. District and Neighborhood

5. Location – Indicate clearly where – address/location – you hope to make the improvement.

6. Budget information

- Amount of Neighborhood Matching Fund request: \$ _____ fill in total here
- Amount of estimated Neighborhood Match: \$ _____ fill in total here (AND)
- Complete attached budget pages as fully as possible.

7. Person submitting Letter of Intent – name, address/zip code, day phone, and e-mail address.

8. Applicant organization name, chair’s name, address/zip code, and day phone – Describe the organization, its purpose, membership/constituency, geographic area served by the organization, and historical information.

9. Background of project

- How did this project idea originate?
- Describe how neighborhood residents/businesses will be directly involved in planning and carrying out this project.
- Other than members of your organization, with whom have you talked about this project?

10. Workplan – Please list the specific steps or key activities you will take to accomplish this project, in chronological order, on the attached workplan page.

Return information to:

**Department of Neighborhoods
Neighborhood Matching Fund Program
700 Fifth Avenue, Suite 1700
PO Box 94649
Seattle, Washington 98124-4649**

Or return to your local Neighborhood Service Center

Questions? Call the Department of Neighborhoods at 206-684-0464

Large Projects Fund Budget

A. Item Description	B. Total Cost	C. City's Neighborhood Matching Fund	D. Neighborhood In-Kind Match	E. Neighborhood Cash Match	F. Identify Attachment(s) Which Documents Items Listed in D & E	G. City Resources for this Project (Not Counted as Match)
Personnel						
Subtotal Personnel						
Supplies						
Subtotal Supplies						

A. Item Description	B. Total Cost	C. City's Neighborhood Matching Fund	D. Neighborhood In-Kind Match	E. Neighborhood Cash Match	F. Identify Attachment(s) Which Documents Items Listed in D & E	G. City Resources for this Project (Not Counted as Match)
Services						
Subtotal Services						
Capital						
Subtotal Capital						
GRAND TOTAL						

Workplan

Attachment to Letter of Intent

List in chronological order the specific steps or key activities you will take to reach your goal. Next to the activity, list the date (month/year) you estimate it will be done.

Steps or Key Activities	Completion Date